

CLASS TITLE: MAINTENANCE SUPERINTENDENT

Class Code: 02292200
Pay Grade: 22A
EO Code: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise the work of a staff engaged in the performance of repair, mechanical, and maintenance services for buildings, structures, and utilities; to participate in the performance of such services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments are received, with some latitude for independent judgement; work is reviewed for proficiency and conformance to rules, regulations, and instructions.

SUPERVISION EXERCISED: Plans, coordinates, supervises, and reviews the work of a group engaged in performing mechanical and maintenance services; instructs labor foremen; reviews work for proficiency and conformance to rules, regulations, and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, supervise, and review the work of a staff of carpenters, mechanics, electricians, painters, plasterers, and others engaged in performing repair, mechanical, and maintenance service tasks for a group of buildings and structures; maintaining in good mechanical condition power-driven machinery, such as washers, extractors, refrigeration units, air compressors, pumps, sewage treatment machinery, and vehicles for snow removal, construction work, and other necessary uses; manufacturing replacements for broken parts of machinery and equipment; maintaining heating, steam, water, electric, signal, refrigeration, and gas systems; performing tasks requiring the operation of welding and cutting apparatus; performing tasks involving maintenance of sewage plant machinery.

As required, to personally participate in making repairs to, or adjustments of, such equipment and machinery.

To interpret blueprints, building plans, and specifications to subordinates.

At frequent intervals to inspect buildings, structures, and utilities, noting their condition and necessity for repair and to arrange for such repairs.

To develop preventive maintenance schedules and apply them to the activities of the staff.

As required, to supervise and participate in snow removal operations in unique situations such as airport runways and institution roadways.

To be responsible for the cleanliness of institution roadways and/or airport operational areas; to report to a supervisor unsafe conditions of such roadways and/or operational areas; and as instructed to remedy such unsafe conditions.

To requisition equipment, materials, and supplies.

To submit recommendations and reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods of building repair and maintenance; a working knowledge of the methods of maintenance and repair of equipment and machinery, including familiarity of newer and more sophisticated apparatus, used in maintenance of buildings, the maintenance of heating, steam, water, electric, signal, refrigeration, gas, and sewage systems; the ability to plan, coordinate, and supervise the work of subordinates engaged in building and

mechanical maintenance activities; the ability to read and interpret blueprints, building plans, and specifications; a familiarity of snow removal techniques; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory position such as at the foreman level responsible for maintaining buildings and structures, including mechanical maintenance of equipment and machinery.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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